

Sumner, Todd  
VP, Academic & Research  
Apr-25

1) Travel Expenses and Professional Development

This includes all reimbursable expenses for travel activities while on College Business, attendance at and/or presenting at conferences, participating with professional organizations, and participating in professional development.

- \* "Other Transportation" includes public transportation, rental cars, taxi, car service fees, parking, mileage, etc.
- \*\* "Meals" and incidentals are reimbursed on a per diem basis while on business travel
- \*\*\* "Other" includes conference and professional development registration fees, and other miscellaneous travel expenses

Dates:	Destination	Purpose	Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Total	Expense Report ID
April 2025	Lloydminster, AB	Meetings and events; 4 trips		286				286	45192
16-Apr-25	Edmonton, AB	Alberta Council event		44			795	839	45192
April 22-24, 2025	Ottawa, ON	CICan 2025 Leaders Summit	482	41	1,131	83	795	2,532	44571, 44740, 45192, 45323

2) Hospitality Expenses

Lakeland College Policy provides for hosting expenses to be reimbursed for College business activity  
Business activity can include meetings with external parties(Ex) and LC employees (Int).

Dates:	Purpose	Location	Amount	Expense Report ID
15-Apr-25	Coffee for meetings	n/a	50	45067
			Total	50